

Application to Build or Remodel within Crystal Mountain Club Association

Property Owner Section

Lot # _____

Property Owners(s): _____

Main Residence Address & Phone: _____

- Consensus by the Crystal Mountain Club Architectural Committee as documented by this signed application is required to approve your request. It is the property owner's responsibility to obtain approval from the Committee prior to commencement of any work relative to this request.
- A complete set of plans and a **processing fee of \$10** must accompany this application. Make checks payable to *Crystal Mountain Club Association*. Plans are to include structural design including type of materials, floor plans, elevations, plot plan and construction schedule. See checklist on second page of this form to avoid delays.
- Approval by the Architectural Committee does not imply approval of the submitted plans from an engineering or building code compliance standpoint. It is the sole responsibility of the owner(s) to ensure all construction is completed in full compliance with all applicable codes, and that necessary building permits and inspections are obtained prior to the commencement of any work.

I(we), the property Owner(s) listed above, understand these requirements and rights as specified herein, and the Crystal Mountain Club Covenants as registered by the Benzie County Register of Deeds in Liber 143, Pages 620, 621, 622, 623, 624, 625, and 626.

Signature of Property Owner(s) & Date: _____

Architectural Committee Section

The Architectural Committee acknowledges the receipt of your Application and check on _____

The following Committee members have reviewed this application, and provide the following feedback:

Committee Member	Approve Y / N	Comments (if applicable)	Date
Craig Derks 18022 Trudy Spring Lake, MI 49456 (616) 844-0244 craig@onecranesource.com			
George Griffin 13221 Huntmaster Lemont, IL 60439 (630) 257-1630 griffinsg@aol.com			
Chris Shirk 3911 Woodside Dr Midland, MI 48640 (989) 835-6784 christopher.c.shirk@dowcorning.com			
Tom Huber 5684 Woodwind Dr. Bloomfield Hills, MI 48301 (248) 737-2577 tfhuber@comcast.net			

I hereby confirm that the Crystal Mountain Architectural Committee approves by consensus that this proposed project complies with the Crystal Mountain Club Covenants as registered by the Benzie County Register of Deeds in Liber 143, Pages 620, 621, 622, 623, 624, 625, and 626.

Architectural Committee Member Signature & Date: _____
(any active Architectural Committee member is authorized to sign this form)

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Architectural Application Check List

Please include the following information with your *Application to Build or Remodel within the Crystal Mountain Club Association*. This information will help avoid delays in making a decision by the committee.

- Completed Page 1 of this application, including all relevant signatures.
- A brief cover letter describing the proposed project, and confirming that the proposed new construction or changes to existing property compliment the Crystal Mountain Resort's image as a quality golf and ski resort. This should also include confirmation that the owner has reviewed the Restrictive Covenants for the Crystal Mountain Club Association, and that this project complies with these covenants. *Any exceptions must be clearly documented.*
- Set of Plans: This includes four or more elevations views, floor plans, site or plot plans. The plot plan should show the location of the home, garage, drive, septic field and propane tank. Dimensions should show set-backs from all lot lines. Also show approximate location of neighboring homes. *Electronic PDF or hard copies must be sent to each committee member.*
- Construction Schedule: The schedule should provide approximate timing for various stages of construction from excavation to landscaping and total completion both inside and out.
- Material Schedule: Please provide a description of the materials to be used for the following:
 - o Siding Type & Color _____
 - o Exterior Trim Type & Color _____
 - o Roofing Type & Color _____
 - o Deck(s) Location & Material Type _____
 - o Exterior Door Color _____
 - o Foundation Type (i.e. Block, Poured, Wood...) _____
 - o Driveway Surface _____
- Topography: Please provide a plan showing any changes planned for the existing topography. If no changes are planned, please indicate so and a plan will not be necessary. Landscaping: Please indicate what trees will be removed and what is planned for the exterior décor. Also where will firewood be stored and how the propane tank is hidden from view.
- Construction Schedule:**

Projected Start:	o	Estimated Start	Estimated Completion
Excavation		_____	_____
Rough Framing		_____	_____
Rough Electrical		_____	_____
Rough Plumbing		_____	_____
Insulation / Drywall		_____	_____
Interior Finishing		_____	_____
Exterior Finishing		_____	_____
Deck(s)		_____	_____
Landscaping		_____	_____
Other		_____	_____
- A \$10 check made payable to: "Crystal Mountain Club Association" has been enclosed with the application.

Important points to note from the *Restrictive Covenants*:

- Owners have 1 year from ground-breaking to complete the project.
- Electrical wires must be underground.
- A light must be placed at the street in-line and matching others in the association. Instructions for purchasing the approved light can be found at the Crystal Mountain Club Association website.
- The property Owner will be responsible for any damage to roadways or other property that occurs during construction.
- Portable toilet facilities are required for new construction.